

## Salaried and Pensioners Checklist

### Basic Application Details

Date of Login :  
 Applicant Name :  
 Co-applicants :  
 Mobile No. / E-mail ID :  
 Purpose of Loan :  
 Loan Amount / Term Required :  
 Total Property Cost :  
 Advance Processing Fee Payable to Bank/NBFC: Non-refundable & MODT payable to Government is Extra

**Note:** Cash Salaried may also be given a Loan under Special Conditions.

### Required Basic Documents for All Applicants

- Photograph of Applicant(s) and Co-applicant(s)
- Aadhar Card (with current address) and PAN Card
- Details of any CIBIL or Credit Issues
- Residential Address Proof (Aadhaar Card / Passport / Voter ID / Wi-Fi / Gas Bill)
- Qualification Cert. (if Professional – BE, MBA, MBBS; TC, Mark Sheet, Deg. Cert., etc.)
- Details of any Existing Loans, with Repayment Schedules: BL, GL, EL, AL, PL & EMI Debits (if applicable)

### For Salaried

- Latest 3 months' Payslips
- Latest 6 months' Bank Statements Showing 6 Salary Credits
- Latest 3 years Form 16
- Employment ID Card
- If Salary has been Revised Recently, Provide a Revised CTC Copy
- If Current Employment is less than 1 year, Submit:
  - a) Appointment Letter
  - b) Experience Letter from the Previous Employer Mentioning DOJ and Relieving Date
- If Employed in a Proprietorship Firm, Submit:
  - a) ITR (Saral Copy) for the Last 2 years
  - b) Form 16 for the Last 2 years (if available)

### For Pensioners

- Pension Letter and Pension Order Book
- Last 6 months' Pension Account Bank Statements